

DELTA

PROTECTION

COMMISSION

FEBRUARY 24, 1993

MEMORANDUM

To: Commission Members

From: Ross L. Sargent, Interim Director

Subj: Interim Director's Report

*Ross  
Staff report*

*Tom T - Call to order  
Roll Call  
introduce 2 new  
members*

1. APPOINTMENT OF SUBCOMMITTEES

Although SB 1866 requires the Commission to appoint Advisory Committees (i.e. Agriculture, Environment, Recreation) it leaves to the Commission any decision regarding the appointment of internal subcommittees for organizational purposes.

To facilitate the Commission's operation, it is recommended that subcommittees be appointed. Among the Committees that would be appropriate would be;

....Administration and Personnel

....Budget and Finance

....Education, Training, & Communication

....Legislative & Inter-Governmental

....Resource Plan Strategy & Implementation

....Alternative Funding Sources

2. OFFICE SITES

As mentioned in Christine Sproul's MEMORANDUM of January 22, 1993, regarding Start-Up Administrative Activities, the Commission is required under the enabling legislation of the Delta Protection Act (SB 1866) to site its office within the statutory Delta. There is no statutory deadline for complying with this requirement.

Available sites under consideration to date are:

A. STATE BUILDING, Stockton - 31 E. Channel St.

*see Robert's*

This site is located in room 408 of the State Buidling. There is approximately 500 square feet of office space, that is presently divided into three offices. One room is a reception/secretarial area; the other is a staff office with built-in chart drawers and a table for maps and mechanical drawing. The other room would be suitable for the Director's office.

The approximate rent is \$675 per month (incls utilities and janitorial).

There is ample public parking and a large public auditorium which can be used at no cost to the tenant, on the ground floor.

The State does not have written lease agreements with state agencies.

B. WALNUT GROVE - 14177 Market Street

This site is located approximately two blocks northeast of the Jean Harvie Community Center. It is in the downtown area of Walnut Grove, situated in a one story modern office building which houses a branch of the Sacramento Municipal Court, the County Library, and the Agricultural Commissioners office.

It is 400 square feet and is an open bay space (16' X 25')

The rent is \$415 per month (plus electrical).

*Sound system*  
there is ample public parking. The Municiapl Court room can be used on days other than Tuesday afternoon for meetings which can accomodate up to 65 people.

C. STOCKTON WATERFRONT WAREHOUSE - 445 W.Weber

This site is located on the South bank of Stockton's uptown yacht harbor in a multi-purpose commercial office building.

There is office space available on the 2nd floor, ranging freom approximately 1000 sq feet to 1675 sq feet.

The most suitable space would be a 3 office space (1035 sq feet) that rents for \$1035 per month (full service).

The lease term is negotiable. The lessor is motivated.

All of the proposed office sites would be available by April 1, 1993.

3. FUTURE COMMISSION MEETING DATES

Agenda item IX is reserved for a discussion of future meetings.

To assist you in that discussion, attached is a list of "Optional Times and Places for Commission Meetings-1993" in the event the Commission is inclined to adopt a meeting calendar for the balance of the year.

As indicated, proposed meetings in West Sacramento would be at the Port of Sacramento, in their conference room. Stockton meetings would be at either Delta College or the Port of Stockton. Brentwood meetings would be held at the Community Center.

The advantage to deciding on site locations and dates for future meetings to to reserve such locations well in advance so that adquate support services can be in place. Also, Commission members will be able to reserve such meeting dates well in advance for their respective calendars.

You will note at least 2 Saturday meetings are proposed. Such weekend dates are suggested in order to arrange in depth work-shops and subject matter presentations on Delta resource issues so that the Commissioners can become adequately familiar with all the multiplicity of Delta issues in advance of doing the resource management plan.

#### 4. DESIGNEES OF STATE COMMISSION MEMBERS

SB 1866 requires each state official to designate a representative in the event such Director does not personally attend the monthly Commission meetings.

*SB - memo at meeting*

The legislative intent of the author of Sb 1866 was that such a designee was to be a sole designee (rather than a representative who could change from month to month). Such intent was to insure continuity and predictability in the composition of the Commission membership.

#### 5. EXECUTIVE DIRECTOR SELECTION PROCESS

The Subcommittee on Executive Director Selection met this month to work on establishing a process for the selection of the permanent Executive Director.

The Subcommittee's Report and Recommendations is set forth in a separate document.

The Commission has a number of options in connection with the adoption of a working protocol for the selection of an Executive Director. Among those options are the following:

##### A. Use of Contra Costa County Personnel Department

(See Subcommittee's Report and Recommendation)

## B. Use of the Department of Conservation

The Department of Conservation has the staff capability to implement the process of advertising for an Executive Director, as well as screening the initial applications and developing rating standards to be used in the review of the applicant's qualifications.

The advantages in using the Department of Conservation are two-fold: The first is that there would be no cost to the Commission associated with the use of their staff's time in performing these search services. The other aspect is that the Department of Conservation does not sit on the Commission and therefore has no implied interest in the outcome of the selection process.

## C. Use of Interim Staff/Department of Conservation

Another option is to utilize interim Staff (Sargent, Sproul, and Frank) along with the Department of Conservation.

This approach would envision the following:

(1) Department of Conservation (Personnel Department) would place advertising in newspapers and trade journals. The newspapers to be those in the N. Calif, Delta area.

(2) Department of Conservation would develop, with interim staff's input, relevant rating standards (weighted criterion).....see attached example.

(3) Applications would be received at the Interim Director's office;

(4) the interim staff would screen all applications, eliminating those that are unqualified (subject to any Commissioner's right to review such rejected applications and have it considered).

(5) The interim staff would submit all the qualified applications to the Subcommittee on Executive Director Selection for further review;

(6) The Subcommittee would select, by use of the rating standards, 5 (or another number) finalists to submit to the full Commission for consideration and a final vote at the April meeting.

The latter process would free the Commission members and the Subcommittee from reviewing all the initial applications received at the outset. Yet, it has the advantage of involving staff that has a working familiarity with the aims and duties of this Commission.

*POE  
Ross &  
Sub Committee*

6. ADOPTION OF PROPOSED BUDGET

Until such time as a permanent Executive Director is selected, it is recommended that the adoption of a budget be deferred. Since the Director will (subject to the approval of the Commission) have to bring on additional staff, it is not timely to adopt a budget at this time.

However, the Commission should address and give its approval to expenditures that have been made, or need to be made, at this time.

*to start @ 6<sup>30</sup> pm.*

OPTIONAL TIMES AND PLACES FOR COMMISSION MEETINGS - 1993

*annual meeting  
Δ Water Agency*

OPTION "A"	OPTION "B"	OPTION "C"
JAN 29: WALNUT GROVE	JAN 29: WALNUT GROVE	JAN 29: WALNUT GROVE
FEB 24: ANTIOCH (EVE)	FEB 24: ANTIOCH (EVE)	FEB 24: ANTIOCH (EVE)
MAR 25: TRACY (EVE) THURS	MAR 25: STOCKTON (EVE) THURS	MAR 25: BRENTWOOD (E) THURS
<i>APR 22</i> APR 24: STOCKTON (DAY) <del>SAT</del>	APR 24: TRACY (DAY) SAT	APR 24: TRACY (EVE) THURS
<i>27</i> MAY 28: BRENTWOOD (DAY) <del>FRI</del> <i>thurs</i>	MAY 28: BRENTWOOD (DAY) FRI	MAY 29: STOCKTON (SAT) SAT
JUN 24: WEST SAC (EVE) THURS	JUN 24: WEST SAC (EVE) THURS	JUN 24: WEST SAC (EVE) THURS
JUL 29: WAL GROVE (EVE) THURS	JUL 29: WAL GROVE (EVE) THURS	JUL 29: WAL GROVE (EVE) THURS
AUG 28: ANTIOCH (DAY) SAT	AUG 28: ANTIOCH (DAY) SAT	AUG 28: ANTIOCH (DAY) SAT
SEP 30: TRACY (DAY) THURS	SEP 30: STOCKTON (EVE) THURS	SEP 30: TRACY (DAY) THURS
OCT 28: STOCKTON (EVE) THURS	OCT 28: TRACY (EVE) THURS	OCT 28: STOCKTON (EVE) THURS
<i>18</i> NOV 20: BRENTWOOD (EVE) <del>SAT</del>	NOV 20: WEST SAC (DAY) SAT	NOV 20: BRENTWOOD (DAY) SAT
DEC 16: WEST SAC (EVE) THURS	DEC 16: BRENTWOOD (EVE) THURS	DEC 16: WEST SAC (EVE) THURS

.....  
 WEST SAC meetings would be at the Port of Sacramento — *adequate*  
 BRENTWOOD meetings would be at the Community Center — *adequate tag*  
 STOCKTON meetings would be at Delta College or Port of Stockton

Walnut Grove: Munich Bldg; *jean harvie*  
*minor actions* *major actions*  
*regular mtgs*

*Tracy - adequate  
 further - flexible  
 can claim room,  
 + bring in tables*